



## JOB ANNOUNCEMENT **RECEPTIONIST**

LevittQuinn is a nonprofit family law center protecting children and standing with family members in crisis. Each year LevittQuinn's attorneys, staff, and volunteers help thousands of people throughout Los Angeles County to resolve issues with child and spousal support, custody and visitation, domestic violence, divorce, parentage, and adoption.

LevittQuinn is hiring a Receptionist to help support this work.

### **Essential responsibilities of the Receptionist may include:**

- Present a professional and welcoming manner to all who seek to access LevittQuinn;
- Answer phone calls and respond to emails, appropriately directing clients and other callers;
- Ensure accurate and timely data entry into the LQ case management system;
- Sort and distribute mail;
- Scan, copy, and organize paper and electronic files;
- Assist with tracking and ordering office supplies;
- Maintain and actively participate in the improvement of systems for tracking client demographic data.

### **Qualifications:**

- Strong commitment to LevittQuinn's mission;
- Ability to communicate effectively orally and in writing, in both English and in Spanish;
- Proficiency in Microsoft Office and Adobe. Experience using Abacus is a plus.
- 1+ years of administrative support experience, as well as comfortable working in a small and collaborative team environment.

**Compensation:** \$16.00 per hour, 40 hours per week. Generous benefits package.

**Applications:** Send a resume, a cover letter explaining your interest in the position, and three (3) professional references who have direct knowledge of your qualifications to Sharon Hulse at [shulse@levittquinn.org](mailto:shulse@levittquinn.org). Write "Receptionist" in the subject line of your email.

**Deadline:** We will consider applications from qualified individuals until we fill the position.

LEVITTQUINN FAMILY LAW CENTER IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, GENDER, DISABILITY, OR ORIENTATION. MILITARY VETERANS ARE STRONGLY ENCOURAGED TO APPLY.